

NOTICE TO COUNSEL

SEE CENTRAL DISTRICT OF ILLINOIS LOCAL RULES
AT www.ilcd.uscourts.gov

The United States District Court for the Central District of Illinois is now an ELECTRONIC CASE FILES Court

Pursuant to the Administrative Procedures For Filing, Signing, and Verifying Pleadings and Papers by Electronic Means, all documents submitted for filing in this district after September 1, 2004, no matter when a case was originally filed, shall be filed electronically.

If authorized on a case-by-case basis by the assigned judge, documents may be submitted for filing conventionally or in .pdf format on 3.5" disks or on CDs; such documents will be scanned and uploaded to the System by the Clerk's Office.

Please complete the attached ECF Registration Form and return immediately.

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

ECF ATTORNEY REGISTRATION FORM

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: _____ Middle Name: _____

Last Name: _____ Bar ID Number and State: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Primary e-mail address: _____

(Attorney's individual e-mail for purposes of receipt and confirmation of login and password information)

Fax Number: _____ Secondary e-mail address: _____

(For purposes of ongoing notices of filing, e.g. central repository, secretary)

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Central District of Illinois pursuant to Local Rule 83.5.

Date admitted to practice in this Court: _____ Are you currently in good standing? Yes ☐ No ☐

The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.

Attorney Signature _____ Date _____

Submit completed Registration Form to:

Pamela E. Robinson, Clerk
United States District Court
Attention: Electronic Filing System Registration
600 E. Monroe St.
Room 151
Springfield, IL 62701
(217) 492-4020

Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact one of the divisional offices listed above with any questions concerning registration or ECF.

COURT USE ONLY:

E - Filing Login Assigned: _____

E - Filing Password Assigned: _____

- ☐ Attorney's e-mail record updated ☐ Password e-mailed to attorney
☐ Confirmation e-mail with login sent ☐ Copy of form mailed to attorney
☐ E-mail address confirmed by attorney